

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE,  
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>95-144</u>	Archives#  05-188
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Department Transportation	Division Transportation Development	Environmental Programs Branch	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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**Records custodians**

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

**Records officer**

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Records Liaison Officer's signature E. Weatherall Date 2/6/05

**Signatories**

I certify I have reviewed and concur with the records retention periods established on all pages of this document:			
State Archivist's signature <u>Tony Ketchen</u>	Date <u>3-18-2005</u>	Transportation Attorney signature <u>Harry Monahan</u>	Date <u>3-9-05</u>
State Auditor's signature <u>Sally Gorman</u>	Date <u>4/1/05</u>	Federal Highway Administration (FHWA) signature <u>Katherine McKelley</u>	Date <u>3-15-05</u>
Attorney General's signature <u>John W. Suthers by mnm</u>	Date <u>5/3/05</u>	Anti-trust Unit signature	Date
	Date		Date

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Revises Archives  
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Department Transportation		Division Transportation Development	Environmental Programs Branch	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item#	Description	Retention Period	Special Instructions	
1.	Archaeological Survey Reports	Until no longer needed		
2.	Historic Bridge Program	5 Years		
3.	Environmental Documents & Review Coordination	Permanent		
4.	Environmental Noise Assessments (Noise Abatement Determination, CDOT #1209)	5 Years		
5.	Air Quality Studies	5 Years		
6.	Site Assessment Reports	5 Years		
7.	Intergovernmental Environmental & Planning Documents	10 Years		
8.	Ecological Program	5 Years		

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Item#	Description		Retention Period	Special Instructions	
9.	NEPA Documents A) EA (Environmental Assessments) B) EIS (Environmental Impact Statement) C) FONSI (Finding of No Significant Impact) D) ROD (Record of Decision)		Permanent		
10.	Wetlands Mitigation Plans		5 Years		
11.	Landscape Architecture Plans		3 Years		
12.	Noxious Weed Files		1 Year		
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.					